

STATE OF MICHIGAN
DEPARTMENT OF ATTORNEY GENERAL
Charitable Trust Section
PO Box 30214, Lansing, MI 48909
(517) 373-1152

PROFESSIONAL FUND RAISER CONTRACT SUMMARY SHEET

1. ☐ CONTRACT (Attach copy of originally signed document, see Instructions.)

Date of contract: _____

Show date: (if applicable) _____

Location of show: _____
Street City State Zip

If no show, duration of agreement:

From _____, 20 ____ to _____, 20 ____

Type of services provided in contract: Check appropriate number of following code.
(Check only one.)

- A. _____ (1) Consulting
_____ (2) Solicit but do not receive contributions
B. _____ (3) Special Event
_____ (4) Sell coupon books
_____ (5) Sell advertising space
_____ (6) Sell other items
_____ (7) Solicit and Receive contributions
_____ (8) Other (explain) _____

2. ☐ CONTRACT ADDENDUM, AMENDMENT, EXTENSION OR CANCELLATION (Attach copy of contract which is affected, or written confirmation of termination date of contract.)

3. ☐ CAMPAIGN FINANCIAL STATEMENT (Required within 90 days for all fund raisers who collect funds - If contract on-going in nature, campaign financial statement required on yearly basis from date contract entered.

Has charity received a copy of financial statement?

YES ☐ NO ☐

LEGAL NAME OF CHARITABLE ORGANIZATION

NAME OF PROFESSIONAL FUND RAISER

MICS Number: _____
(If not assigned yet, leave blank.)

MIFR Number: _____

Signature: _____

If organization not required to be licensed, state reason:

Printed Name: _____

Title: _____

Date: _____

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INSTRUCTIONS FOR USE OF CONTRACT SUMMARY SHEETS

Required of all Professional Fund Raisers Licensed under 1975 PA 169.

Summary sheets are used to help ensure that documents are handled as efficiently as possible.

Please duplicate the blank Summary Sheet for future use when submitting contracts.

1. Within ten (10) days of signing each contract, complete a Summary Sheet and submit with a copy of the contract and any addenda. If submitting multiple contracts with one organization, a separate Summary Sheet must be used for each contract.
2. If contract is amended, extended, cancelled or terminated, complete a Summary Sheet and submit with written notice and documentation within ten (10) days. Documentation should give original contract date and date of amendment, extension, cancellation or termination.
3. Within ninety (90) days after ending each solicitation campaign, complete a Summary Sheet and submit with a Campaign Financial Statement. If contract is cancelled, this requirement must be met within twenty (20) days of cancellation. (Consultants and Fund Raisers who do not receive, handle or have control of solicited funds need not submit a Campaign Financial Statement.)

Incomplete submissions will be returned to you with Notice as to reason for rejection. You will not be given credit for incomplete submissions. Rejected materials must be corrected and resubmitted to this office with a new summary sheet.

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